Five Themes of Leadership
The Hard Science and Soft Skills
You Need to Be a Great Leader

Presented by
Nora Riva Bergman
Great leaders understand the value of “soft skills.”
Five Themes of Leadership

1. Leadership is about vision.

2. Leadership is about understanding that change has changed.

3. Leadership is about relationships: listening, coaching & delegation.

4. Leadership is about self-management.

5. Leadership is about the transformation from “I” to “We.”
1. Leadership is about vision.

“The best way to predict the future is to create it.” - Peter Drucker
As a leader, you are the caretaker.

“Treat the earth well: it was not given to you by your parents, it was loaned to you by your children. We do not inherit the earth from our ancestors; we borrow it from our children.”

- Native American Proverb
To find your vision, you must know your true self.

“What lies behind us, and what lies before us, are tiny matters compared to what lies within us.”

- Ralph Waldo Emerson
To inspire others to your vision, check your attitude at the door.
Remember to smile.
You Are Here.
To make your vision a reality, you must understand the difference between management and leadership.
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From the Industrial Age to the Conceptual Age

From Left Brain to Right Brain
6 Steps to Understanding Change

1. The goal is not to innovate the most.
2. It’s not enough to have the best ideas.
3. Appreciate the implementation dip.
4. Redefine resistance.
5. Reculturing is the name of the game.

From *Leading in a Culture of Change*, by Michael Fullan
Four Stages of Change

Discovery Learning Change Process Model

I. Acknowledging
II. Reacting
III. Investigating
IV. Implementing

Give Information
Give Support
Give Reinforcement
Give Encouragement

Past Orientation
Future Orientation
Cognitive Domain
Emotional Domain

From Dangerous Opportunity: Making Change Work, Chris Musselwhite and Randell Jones
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Leaders are great listeners.
When you’re not listening, here’s what you’re saying . . .

- You don’t matter.
- I don’t care about you.
- Your ideas don’t matter.
- You’re wrong.
- I don’t understand you.
- I don’t want to understand you.
- You’re stupid.
- I’m too busy.
- You’re wasting my time.
- All of the above.
How to listen . . .

- Listen. Don’t interrupt.
- Don’t finish the other person’s sentences.
- Don’t say “I knew that.”
- Don’t even agree with the other person. Just say “thank you.”
- Don’t use the words “no,” “but,” and “however.”
- Don’t be distracted. Don’t let your eyes wander elsewhere while the other person is talking.
- Maintain your end of the conversation.
- Don’t try to impress the other person with how smart or how funny you are.
Count to 50.
Leaders are great coaches and mentors.
Leaders delegate effectively.

Do it.
Defer it.
Delegate it.

Dump it.
Use SMART Rules for Delegation

- Specific
- Measurable
- Accountable
- Realistic
- Time-lined
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Understand that you cannot manage time. You can only manage yourself.
Do you wear the watch or does the watch wear you?
You have the same amount of time - exactly the same number of hours each day that were given to Helen Keller, Mother Theresa, Leonardo da Vinci, Thomas Jefferson, Albert Einstein, and Michelangelo.
Productivity and Time Management Myths

“I have no control over my time. . .”

“There just aren’t enough hours in the day. . .”
Ask yourself this question . . .

*Is the highest and best use of my time right now?*
Can doesn’t mean should.
Take 30 minutes to plan your week.
Take 10 minutes at the end of the day to plan the following day.
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“A leader is best when people barely know he exists, when his work is done, his aim fulfilled, they will say: we did it ourselves.”

- Lao Tzu
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